

**From:** [Fajardo, Juan](#)  
**To:** [Mitchell, Tanya](#)  
**Subject:** RE: Rolling Knolls  
**Date:** Friday, October 24, 2014 8:17:10 AM

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no

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**From:** Mitchell, Tanya  
**Sent:** Thursday, October 23, 2014 11:55 AM  
**To:** Fajardo, Juan  
**Subject:** Rolling Knolls

Hi Juan,

The meeting minutes from our conference call last week were not received during normal business hours. Thus, they were not responsive. I have been asked to document this action. Do you have any concerns with the draft email below.

Thanks,

Tanya

Suzy,

Thank you for the meeting minutes the October 15, 2015 conference call regarding the Data Gap Fall 2014 sampling event. I will review the minutes and forward any comments or edits, as appropriate.

On April 10, 2014, EPA notified ARCADIS that “a full complete deliverable must be received on the specified due date during normal business hours to be considered as compliant”. Thus, the October 15 meeting minutes deliverable was not responsive to the requested due date.

Please ensure that all future deliverables are complete and adhere to the agreed upon due date.

Regards,

Tanya